

**JACKSONS LANDING COMMUNITY ASSOCIATION EXECUTIVE COMMITTEE  
ADOPTED 10 DECEMBER 2008, AMENDED 9 DECEMBER 2009, 8 DECEMBER 2010,  
13 APRIL 2011, 14 APRIL 2016, 12 APRIL 2017**

**POLICY ON STRUCTURE AND DECISION-MAKING IN THE JACKSONS LANDING  
COMMUNITY ASSOCIATION (CA)**

**DECISIONS**

- The Executive Committee (EC) makes all decisions pursuant to a published agenda.
- Subcommittees make recommendations to the EC.
- Office bearers (Chair, Secretary, Treasurer) oversee the operation of the EC, including the subcommittees; and can make urgent decisions between meetings, which must be ratified by the next EC meeting.
- No one individual makes any decisions.

**RECOMMENDATIONS**

- Recommendations are made to the EC by the subcommittees and the office bearers.
- Recommendations from Estate Management go to the EC via the Assets Subcommittee, and if they involve expenditure above the approved limits, the Finance and Services Subcommittee. The subcommittees will advise the EC if there is a choice. If it is urgent, Estate Management will refer the matter to the office bearers.
- Where a subcommittee recommends an initiative that is accepted by the EC, the subcommittee may be asked to implement the decision, and report progress to subsequent EC meetings. If a subcommittee charged with implementation of a project identifies more than one option, the options must be referred back to the office bearers who may decide that the options should be referred back to the EC for a final decision.

**EXPENDITURE**

**OFFICE BEARERS**

- If all 3 are comfortable approving urgent expenditure, they should do it and get it ratified at the next EC meeting.
- The office bearers may decide to consult with the subcommittees by way of email or other expedient means before granting approval.
- If all 3 are not comfortable, an extra EC meeting should be called for anything that can't wait till the next regular meeting.

**TREASURER**

- The Treasurer monitors expenditure which is in the budget and reports it to the EC.
- The Treasurer flags to the EC any spending which is outside a particular allocation in the budget; the EC approves re-allocation of funds within the budget.

## ESTATE MANAGEMENT

- In case of an emergency, the Estate Manager must notify the office bearers as soon as possible, and can take prompt and immediate action to mitigate the damage and prevent further damage;
- Maintenance: The Estate Manager can spend up to \$2000 per item on miscellaneous items, up to a maximum total of \$20,000
- Maintenance and Services Contract. The subcommittees may ask the Estate Manager to undertake investigation, tendering and/or quotations for the supply of routine goods and services. The subcommittees may decide to arrange these processes themselves. Decisions on all standing contracts are to be approved by the EC on recommendation of the relevant subcommittee. The EC may resolve to delegate decisions on particular matters to a subcommittee which will report back to the next regular EC meeting.
- The Estate Manager may ask a subcommittee to consider establishing standing contracts for routine goods and services and may make recommendations.
- **Capital items:** If an amount of money has been allocated in the budget for the acquisition of a capital item, this figure represents the limit of expenditure for that item/project. Before proceeding with purchase the EC must be asked to approve expenditure on the project/item and the Estate Manager must obtain quotations for the works/items and submit recommendations to the Assets or IT Subcommittee for endorsement as appropriate. The EC may resolve to authorise a subcommittee to make the purchase decision within the limits specified by the resolution or may reserve the final decision to itself on recommendation of the subcommittees. The Estate Manager must not proceed without this approval.

## POLICY ON SUBCOMMITTEES

### Number of subcommittees

There should be 3 standing subcommittees of equal status:

- The CA Finance and Services Subcommittee
- The CA Assets Subcommittee
- The CA IT Subcommittee.

The CA and its subcommittees may appoint specific purpose working groups to undertake particular projects.

## Responsibilities of Subcommittees

Each subcommittee will:

- Consider all matters referred by the CA EC;
- Meet within 4 weeks after each CA EC meeting;
- Prepare a report for each CA EC meeting to circulate with the meeting papers;
- Make recommendations to the CA EC;
- Liaise with other subcommittees as needed;
- Consult as widely as needed to fulfil the subcommittees' responsibilities;
- Provide an end-of-year report including outstanding issues to the AGM.

The Finance and Services Subcommittee's role is to:

- Oversee CA income and expenditure;
- Report to and advise the CA EC on financial matters;
- Prepare and recommend to the CA EC the annual budget;
- Liaise with the Assets Subcommittee on matters of overlapping responsibility (via the Treasurer);
- Oversee the on-going performance of principal contracted service providers (Estate Management, Strata Manager) and other contractors (eg Cleaning & Security) and advise the CA EC in relation to their performance and engagement;
- When necessary, invite people with appropriate skills to assist it in specific aspects of its roles.

The Assets Subcommittee's role is to:

- Oversee the management and administration of the community facilities and assets;
- Report to and advise the CA EC on
  - the care and effective functioning of the CA's assets and their budgetary needs including Sinking Fund Forecast and asset register;
  - proposals regarding additional facilities and assets;
  - proposed changes/upgrades to existing facilities and assets;
- Refer all new contracts and expenditure to the Finance and Services Subcommittee before being tabled at CA EC meetings;
- Monitor and report to the Finance and Services Subcommittee on the performance of contractors (including Estate Manager) in maintaining the assets of the CA and in undertaking any capital works.
- When necessary, invite people with appropriate skills to assist it in specific aspects of its roles.

The IT Subcommittee's role is to:

- Audit and provide direction for the management of the Community Association's IT assets
- To achieve this and as an input to the CA's annual budget, produce an annual IT plan forecasting:
  - Initiatives
  - Upgrades, and
  - On-going maintenance of the CA's IT assets;

- Co-ordinate and maintain the website including
  - On-going determination of future requirements and strategic direction;
- Liaise with the Assets and Finance and Services Subcommittees on matters of overlapping responsibility;
- When necessary, invite people with appropriate skills to assist it in specific aspects of its roles.

## **Membership**

**Finance and Services Subcommittee:** The Treasurer plus 4 other people;

**Assets and IT Subcommittees:** a member of the CA Executive Committee plus 4 other people.

**Office bearers:** Office bearers are ex officio members of all subcommittees, and receive the agenda and minutes of all subcommittee meetings and working groups.

Other interested community members may be invited to subcommittee meetings to participate in discussions.

## **Conduct of Subcommittees** ○

A meeting date be set by the convenor within 4 weeks after each CA EC meeting;

- The meeting will be held as scheduled if a majority of members are able to attend;
- If a majority of members are unable to attend, another meeting date will be set as soon as possible;
- The subcommittee will elect a convenor and a minutes secretary;
- The convenor will chair meetings and arrange a venue;
- If the convenor or minutes secretary is not in attendance, the meeting will elect a chair and/or minute-taker for the meeting
- The convenor will:
  - prepare and circulate an agenda before each meeting;
  - prepare a report to be sent to DPS in time for inclusion in the meeting papers;
  - complete a formal motion request for all recommendations;
  - prepare an end-of-year report for the CA AGM;
  - attach their name (or that of the acting convenor) to all reports and recommendations.
- The retiring convenor will pass on to the succeeding convenor the set of subcommittee meeting minutes and the subcommittee reports submitted to the Executive Committee.

## **Tenure**

The membership of each subcommittee is to be re-elected annually at the CA ECM immediately following the AGM.